

Instructor Name/Address/Telephone Number Change

Michigan Department of Labor & Economic Growth

Bureau of Construction Codes & Fire Safety

Office of Fire Fighter Training

P.O. Box 30700

Lansing, MI 48909

517-373-7981

Authority: 1966 PA 291

For instructors to receive payments from the State of Michigan and updates from the OFFT, personal information must be kept current. Instructors should use this form to register Name/Address/Telephone Number changes. Changes cannot be accepted over the telephone.

***Social Security Number (Please Print Legibly)**

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*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

Enter OLD Personal Information

LAST NAME	FIRST NAME	MI
ADDRESS	COUNTY	
CITY	STATE	ZIP CODE
HOME TELEPHONE NUMBER (Include Area Code)	BUSINESS TELEPHONE NUMBER (Include Area Code)	
PAGE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	
E-MAIL ADDRESS		
FIRE DEPARTMENT NAME		FDID

Enter CHANGES ONLY in Personal Information

LAST NAME	FIRST NAME	MI
ADDRESS	COUNTY	
CITY	STATE	ZIP CODE
HOME TELEPHONE NUMBER (Include Area Code)	BUSINESS TELEPHONE NUMBER (Include Area Code)	
PAGE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	
E-MAIL ADDRESS		
FIRE DEPARTMENT NAME		FDID NUMBER

Instructor's Signature

	DATE
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Mail or fax the completed form to BOTH LOCATIONS below

**Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training**

P.O. Box 30700
Lansing, MI 48909

Telephone: 517-373-7981
Fax: 517-335-4061

**Michigan Department of Management & Budget
Office of Financial Management
Vendor Registration**

P.O. Box 30710
Lansing, MI 48909

Telephone: 888-734-9749
Fax: 517-373-6458

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.